

**Orchard Lea Nursery Ltd**

Company Registration No: 6560638

**Funding Policy V5 (Kingswood):**

This Document sets out how we deliver the funded hours for our nurseries in their representative Local Authorities.

The Nursery Grant Funding has specific titles depending on which Local Authority (Council) is delivering it, funding is called:-

Free Early Education Entitlement Funding (FEEE) in Bristol.

Children become eligible for funding the term after their third birthday. Funding terms start 1<sup>st</sup> September (Autumn term), 1<sup>st</sup> January (Spring term) and the 1<sup>st</sup> April (Summer term) each year.

You may have heard the terms 15 hours and 30 hours per week, these hours equate to children that attend on a Term Time Only (TTO) basis, which is only enough funding for 38 weeks of the year. As our nurseries are open throughout the year we deliver funding All Year Round (AYR).

More information can be found on the following link:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

**Universal Funding & 2 Year Funding**

All Children are eligible for the universal funding, which is commonly known as the “15 hours” per week, which is actually 570 funded hours per year per child. The universal funding is available for all 3 and 4 year olds from the term after their third birthday.

Some children may be eligible for 2 year old funding, however parents need to apply for 2 year funding directly with their Local Authority, who will confirm their child’s eligibility.

**Universal and 2 Year Funding Delivery**

As a setting that is open all year round (AYR), we deliver the 570 hours as 11 hours of Free Entitlement per week over 52 weeks of the year. A full Nursery academic year (1<sup>st</sup> September – 31<sup>st</sup> August) will be:

- 11 hours per week for 52 weeks of the year. (570 hours total)

**Extended Funding**

Some working families may be entitled to the extended funding commonly known as “30 hours free childcare”, which is actually 1140 funded hours per year, from the term after their child’s third birthday.

**Extended Funding Delivery**

As a setting that is open all year round (AYR), we deliver the 1140 hours as 22 hours of Free Entitlement per week over 52 weeks of the year. A full Nursery academic year (1<sup>st</sup> September – 31<sup>st</sup> August) will be:

- 22 hours per week for 52 weeks of the year. (1140 hours total)

If you would like to apply for the extended funding you can do so on the following link: (you will need to apply when your child is three and before the start of term.) Once applied you will receive an 11 digit code from HMRC which you will need to renew every 3 months.

<https://childcare-support.tax.service.gov.uk/par/app/applynow>

## **Funding Delivery**

**We have three ways in which you can use your funding with us at Orchard Lea**

**1) A purely funded (free place) – Subject to availability.**

a. Universal funding (11 hours per week)

A purely funded place will consist of 1x 3 hour & 2x 4 hour half day sessions. A maximum of 1 morning session is available per week subject to availability. I.E: 1 morning (09:00 – 12:00) and 2 afternoons (13:30 – 17:30). Please note a 3 hour half day session is only available to children attending a universal purely funded place and is not a regular session. Sessions are subject to availability on Tuesday, Wednesday and Thursday mornings.

b. Extended funded (22 hours per week)

A purely funded place will consist of 4x 4.5 hour & 1x 4 hour half day sessions. A maximum of 2 morning sessions are available per week. I.E. 2 mornings (08:00 – 12:30) and 3 afternoons (13:30 – 18:00 excluding Tea). Sessions are subject to availability on Tuesday, Wednesday and Thursday mornings.

**2) Up to and including 6 hours funded per session.**

You can claim up to 6 hours funding per session. For day sessions of 8, 8.5, 9, 9.5 hour days (6 hours are funded leaving the remaining hours chargeable at £6.50 per hour, plus meals costs.)

**3) 9.5 or 10 hour fully funded day – subject to a consumable charge.**

You can claim 9.5 hours (08:30 – 17:30) or 10 hours (08:00 – 18:00) funding per day and only pay for a consumable charge of:

- 9.5 hours (08:00 – 17:30) = £5.75 plus meals (Lunch - £2.63) Total of £8.38 per day
- 10 hours (08:00 – 18:00) = £5.75 plus meals (Lunch & tea - £2.63 + £2.56) Total of £10.94 per day

## **Using your child's full hours**

You can use a combination of our funding delivery methods to fully utilise your child's funded hours.

I.E. if your child attends (assuming you qualify for the extended funding):

2 day sessions a week - 2x 10 hour fully funded days.

3 day sessions a week - 6 hours on 2 days plus a 10 hour funded day.

4 day sessions a week - 6 hours on 3 days and 4 hours on the 4<sup>th</sup> day, or 5 hours on each day.

5 day sessions a week - 4.5 hours on 4 days and 4 hours on the fifth day.

## **Consumable Charges**

If your child is claiming a 9.5 or 10 hour fully funded day there will be a consumable charge of £5.75 per day. This is due to the rate we receive from the local Authority, which is only intended to cover the fixed costs involved with providing basic care. The consumable charge covers items such as (but not limited to) snacks and drinks, arts and craft resources (paper, paint, glue, glitter, clay, pencils etc) sun lotion, online learning journals etc.

### **The following will apply to both the Universal and Extended funding delivery:**

- Children will be entitled to 4 weeks no charge holiday, pro rata if part time, however we will claim funding for the sessions they do not attend/ are on holiday. (funding will be used as a retainer to keep your child's place open when they do not attend nursery)
- All Bank Holidays are chargeable unless booked out as part of your child's holiday entitlement. Funding will be allocated on Bank Holidays.
- Funding will be allocated during the Christmas week.
- Funding cannot be claimed during the lunch hour of 12:30 – 13:30 if parents are not willing to pay the meal cost.
- Funding can only be claimed during the hours of (08:00 – 18:00)
- Any hours that are purchased after funding has been deducted from your child's session will be charged at £6.25 per hour.
- Meals are not included as part of the funded hours.
- Any discounts are only applicable to hours purchased not hours attended. Only hours purchased will count towards discount eligibility.
- Funding can be split between settings e.g. pre-schools, nurseries, childminders and other day care settings.
- We will claim funding during any notice periods, including cancellation of a place within one month from the start of a term.
- Any changes to funding hours can only be applied from the start of a term.
- Funding will not be allocated to your child's account without a signed completed funding form.
- Parents will need to sign a supplement each term to confirm that their child is attending with Orchard Lea, failure to do so will mean withdraw of any funded hours, and full fees become chargeable.
- A completed funding form is required to secure your child's place and confirmed start date with us.
- Funded children will be entitled to introductory "settling in" sessions. For children who are purely funded and accessing a free place - introductory sessions will start from the date when we receive the funding, not prior to when we receive the funding. The first 2 weeks of funding will be used to ensure your child is settled into nursery. Their regular sessions will begin after the 2 week introductory period.
- For places that utilise the extended funding (22 hours per week), as a proportion or total amount of a child's total number of hours attended, a deposit will be required, as long with a completed funding form to secure your child's place. The deposit will be returned once your child starts attending their regular sessions, if your child's booking is purely funded, if there is any additional fees on top of the 22 hours, the deposit will be held and used towards fees.
- If your child becomes eligible for funding mid way through the academic year i.e. Spring term (January) Summer term (April) the number of hours we deliver may vary slightly as a result of how many hours the local authority provide funding for during the term. We will inform you of this in the information letter that we send out prior to claiming funding.

### **Invoices & Fees**

The monthly invoices will show the total number of funded hours that have been claimed for your child during the month. There will be no monetary value assigned to the funded hours on the invoices as these are classed a funded hours and as such have no monetary value.

The invoice will only show the balance due after the funded hours have been applied. Any hours that are purchased after funding has been deducted from your child's session will be charged at £6.25 per hour. If you are unsure of costs, or how your invoice has been calculated with respect to funding, please contact us and we will provide you with a comprehensive breakdown of fees.

If your child attends any of our nurseries and we claim funded hours from a Local Authority, you agree to the terms of delivery set out in this Funding Policy.